

GDPR Privacy Policy

Company Name: React Site Solutions Ltd ('the Company')

Company Contact details:

React Site Solutions Ltd
5 Market House,
19-21 Market Place,
Wokingham,
Berkshire,
RG40 1AP

Document DP5A: Privacy Notice

Topic: General Data Protection Regulation (GDPR)

Date: June 2018

Version: 1.0

This Privacy Policy explains what we do with your personal data, whether we are in the process of helping you find a job, continuing our relationship with you, providing you with a service, or you are visiting our website.

It describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights. This Privacy Policy applies to the personal data of our Website Users, Candidates and Clients.

For the purpose of applicable data protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) ("GDPR"), the company responsible for your personal data can be found here:

- The Data Controller is React Site Solutions Limited. It is Registered in the UK Company Number 08253711
- 5 Market House, 19-21 Market Place, Wokingham, Berkshire, RG40 1AP
- The Data Controller's representative is Stephen Eagle / Lawrence Hill
- You can contact them at admin@react-sitesolutions.co.uk
- You can call them on 0118 4024455

It is important to point out that we may amend this Privacy Policy from time to time. Please just visit the React Site Solutions website if you want to stay up to date, as we will post any changes here.

The Company is a recruitment business which provides work-finding services to its clients and work-seekers. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a job board. The Company must have a legal basis for processing your personal data. For the purposes of providing you with work-finding services and/or information relating to roles relevant to you we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

React Site Solutions Ltd collects personal data about you to help in the recruitment process. This data consists of information such as your name, address, e-mail address, telephone number, career history and education plus, where relevant, your nationality and basis for working in the UK as required by law. Where necessary we will also collect a copy of your driving licence and/or passport/identity card; financial information (where we need to carry out financial background checks) and any other personal information you choose to tell us.

We also collect information to provide us with a better understanding of the users of our website as a group, but which does not contain personally identifiable information.

Personal data will be stored, processed, used and disclosed by us in the following ways:

1. Provide our recruitment services to you, whether you are a client, candidate or a user of our website
2. Enable you to submit your CV, to apply for specific jobs or update your employment preferences
3. To maintain our business relationship, where you are a user of our website, a client or candidate
4. Provide information on suitable job opportunities to people who register with us, to match your profile with suitable job vacancies and to assist us in finding a position that is most suitable for you
5. Internal reporting
6. To fulfil contractual obligations with our clients
7. Share market in-sights, intelligence and information directly to your personal email address
8. Where we have your consent, we will also share information about relevant services that may be of interest to you. You will always be able to unsubscribe from such marketing at any time

There are two main ways in which we collect your personal data:

- Directly from you; and
- From third parties; including job boards or personal referrals or contractors that may recommend you.

React Site Solutions Ltd will require copies of the GDPR policies of all subscribed job board/ job advertising and CV/candidate providing companies. Job board/job

advertising and CV/candidate provider companies failing to provide their GDPR Policy will cease to be utilised as a subscribed service provider.

React Site Solutions Ltd will also require copies of the GDPR policies of all subscribed companies who provide data and information for Business Development purposes, ie: construction project information, contact names/email addresses/telephone numbers/ company names/location of projects/start dates and duration of projects/subcontractor information.

The content of these GDPR Policies must be deemed to be compliant and indemnify React Site Solutions against any breach placed upon these individual policies.

a. Purpose of processing and legal basis

The Company will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with work-finding services. The legal bases we rely upon to offer these services to you are:

- Legitimate interest – processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject
- Contractual basis - processing is necessary in relation to a contract to which the individual has entered into or because the individual has asked for something to be done so they can enter into a contract
- Necessary for the compliance of a legal obligation
- Consent – The individual gives his or her consent to the processing of his or her data for a particular purpose

b. Legitimate interest

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests is/are as follows:

- The company is required to process personal data in order to provide work-finding services to individuals
- The company is required to process personal data in order to provide relevant marketing material / industry insight / intelligence to individuals

Our aim is to be responsible, relevant and secure when using your data. React Site Solutions Ltd provides bespoke recruitment solutions as well as specific marketing to win business. The main reason for using your personal details is to help you find employment or other work roles that might be suitable for you, or in the case of contacts, to ensure that the contractual arrangements between us can properly be implemented so that the relationship can run smoothly. The more information we have about you, your skillset and your ambitions, the more bespoke we can make our service.

c. Recipient/s of data

The Company will only share your personal information with third parties, with your

permission. This will be in order to facilitate the recruitment process, for example, sharing contact details to arrange interviews or process offer paperwork / contracts pertaining to future employment opportunities. We will also share your personal information, with your permission, to the agreed payroll company, if required to process your payments.

React Site Solutions will require copies of the GDPR policies of all payroll companies engaged to process payments of temporary workers. Payroll companies failing to provide their GDPR Policy will not be engaged to process payments for React Site Solutions temporary workers.

The content of these GDPR Policies must be deemed to be compliant and indemnify React Site Solutions against any breach placed upon these individual policies.

d. Statutory/contractual requirement

Your personal data is not required as part of a statutory and/or contractual requirement, and/or a requirement necessary to enter into a contract.

Overseas Transfers

The Company may transfer only the information you provide to us to countries outside the European Economic Area ('EEA') for the purposes of providing you with work-finding services. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

2. Data retention

The Company will retain your personal data only for as long as is necessary to perform our duties. Different laws require us to keep different data for different periods of time.

Since the purpose for processing this personal information is to provide you with work-finding services potentially for your entire working life, the Company does not propose to put a time limit on the length of time it retains this information referred to above, but you are entitled to require us to delete or rectify/update any such data at any time. Other information (such as bank account details and National Insurance number) will not be retained for more than three years from the date of the end of your last assignment through us.

In addition, we must keep where appropriate your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, social security and tax legislation. Different laws require us to keep different data for different periods of time.

The Conduct of Employment Agencies and Employment Businesses Regulations 2003, require us to keep work-seeker records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with work-finding services.

3. Your rights Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

You can exercise your right to erasure of any data held by React Site Solutions Ltd at any time, by contacting admin@react-sitesolutions.co.uk and we will action requests within seven working days. This request can be declined if there is a legal requirement for the company hold certain data, at which point this will be communicated to you.

4. Suppliers Data

We don't collect extensive data with regard to Suppliers, we simply collect enough to ensure that our relationship runs smoothly. We'll collect the details for our contacts within your organisation, including names, telephone numbers, email addresses and bank details for payment purposes. We may also hold extra information that someone in your organisation has chosen to tell us.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question

Complaints or queries

Should you wish to complain about this privacy notice or any of the procedures set out in it please contact: Stephen Eagle or Lawrence Hill via admin@react-sitesolutions.co.uk

To ensure our ongoing commitment to the compliance of these regulations, we have measures in place to minimise and prevent data breaches from taking place. Should a breach of personal information occur (whether in respect of you or someone else) then we must take notes and keep evidence of that breach. If the breach is likely to

result in a risk to the rights and freedoms of individuals then we must also notify the Information Commissioner's Office **within 72 hours**.

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority should your personal data be processed outside of the UK, if you believe that your data protection rights have not been adhered to.

This Policy will be monitored and reviewed annually, and updated to comply with any future changes to legislation or necessary amendments due to breaches etc.